

HOPWA Questions from Pre-Bid Meetings

1. Does the RFP need to be in a binder, boxed and CD?
 - a. RFP application is not required to be in a binder, but it is recommended. Application must be submitted in a closed box or envelop. A CD is required with submission.
2. PG. 5, Do we need to start on December 1st?
 - a. If agency is awarded via this RFP, then the contracts will start no sooner than December 1st. If an agency is award and currently has a HOPWA contract then the awarded contract will start once the current contract has expired.
3. *Do we have to have the Certification of Registration?
4. On PG 10 section 5.1 what is the specific equipment?
5. Is there amount of the grant designated to Galveston or Harris County?
 - a. No. There is no minimum designated to any one county. The HOPWA funding is for the entire Eligible Metropolitan Statistical Area (EMSA).
6. About how many agencies will submit RFP's?
 - a. That cannot be answered until all submissions are turned in.
7. Who should supply the information for the Drug and Alcohol policy?
8. Will it matter if we only ask to grant for Supportive Services?
 - a. Less points are given for Support Service only projects.
9. Will the Drug Policy be needed for employees before they start working or during their employment?
 - a. The Drug Policy will need to be in effect by the RFP application date.
10. On Drug policy, What if the employee is new?
 - a. Agency's policy will address that question.
11. Does the Drug policy have to random?
 - a. Yes
12. What should we do if we have less than 15 employees working for the agency?
 - a. What you do is dependent on Safety Impact positions.
13. Is the amount of employees (less than 15) counted as a program, an agency or as a company (state wide)?
 - a. Generally as a company.

14. PG 55, how do we know if the conflict of interest questionnaire applies to our agency?
- a. It applies to anyone that has a potential conflict.
15. Is this for NEXT year?
- a. This RFP is for the FY2014-2015.
16. Can volunteers be counted as leverage? Is cash the only option?
- a. Volunteers may be counted as leverage, but not cash leverage.
17. Is a presentation needed from us?
- a. At this time a presentation is not required but may be requested.
18. PG 20, Explain section 3.1.3, need clarification from Derrick.
19. 3.1.1, Are you referring to board members?
- a. This is referring to anyone who is authorized to make representation on behalf of the applying agency.
20. 3.1.2, is this actual cost?
- a. Actual costs is the cost of the program.
21. If we are collaborating with other agencies how would you label them?
- a. The applying agency would identify the collaborating agency in the narrative and through documentation such as a memorandum of understanding (MOU).
22. Do resumes have to be current?
- a. Resumes do not have to be current, but should have the information need to identify the capacity and capability of the individual charged with running the program.
23. Capacity and Capability, for documentation, are our own minutes and bank statements good enough?
- a. They should be.
24. Can we pay Administrative cost & direct cost to one employee?
- a. Yes.
25. PG 46, Exhibit V says "officers". Do you mean all board members not just officers?
- a. It means the Officers.